



# MIAMI BEACH

## Announcement of Open Position

### **CONTRACTS COMPLIANCE SPECIALIST**

**\$56,167.28 - \$90,720.24 ANNUAL SALARY**

Open: 06/05/06 8:30 A.M.

Close: UNTIL FILLED

### NATURE OF WORK

Employees in this class are responsible for inspecting and monitoring vendors, firms, individuals, contractors and sub-contractors for compliance with requirements pertaining to the Living Wage Ordinance, Equal Benefits Requirements for Contractors Ordinance, and any other ordinance adopted by the Mayor and City Commission that requires enforcement by the Procurement Division. Considerable field work is required to ensure contract compliance, through interviews and examination of documentation. Supervision is received from the Procurement Director who reviews work for compliance with established policies and procedures.

### MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or a related field. Five (5) years experience which demonstrates competencies in required knowledge, skills and abilities needed for this position. Experience in ensuring contract compliance through interviews and examination of documentation, or experience for inspecting and monitoring compliance with requirements pertaining to contractual or business agreements may substitute for education on a year for year basis.

### PREFERENCES

Customer service focus and results oriented individual. Positive attitude and ability to maintain composure. Excellent written and oral communication skills. Knowledge of Windows, Office Suite (i.e., Word, Excel, Access, PowerPoint). Ability to work in a fast paced environment, meet deadlines and work under pressure. Strong interpersonal skills with the ability to establish and maintain working relationships with employees, city officials and the general public. Detail oriented person with strong follow-up skills.

### TO APPLY

*E-Mail two (2) detailed resumes by close date to:*

[jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

*or via mail to:*

MIAMI BEACH CITY HALL  
Human Resources Department  
ATTENTION: CCS  
1700 Convention Center Drive  
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 3021  
UC NO: XXXXX

EOE/AA/ADA/VET PREF

*We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.*